

APPROVED

October 15, 2002

Michigan State Administrative Board

Lansing, Michigan

October 1, 2002

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, October 1, 2002, at 11:00 a.m.

Present: Brian DeBano, Director of State Government Affairs, representing John Engler, Governor, Chairperson
 David Hildenbrand, Deputy Chief of Staff, representing Dick Posthumus, Lt. Governor
 Deborah A. Devine, Assistant Attorney General, representing Jennifer M. Granholm, Attorney General
 Mary G. MacDowell, Deputy State Treasurer, representing Douglas B. Roberts, State Treasurer
 A. Edwin Dore, Deputy Secretary of State, representing Candice Miller, Secretary of State
 Carol Wolenberg, Deputy Superintendent for Administration representing Thomas D. Watkins, Superintendent of Public Instruction
 Leon Hank, Chief Financial Officer of the Department of Transportation representing Greg Rosine, Director of the Department of Transportation
 Sherry Bond, Secretary

Others Present:

James Burris, Kathy Jones, Jenny Rehmann, Department of Management and Budget; Randy Knapp, Pam Lavender, Darby Schlagheck, Department of Transportation

1. CALL TO ORDER:

Mr. DeBano called the meeting to order. In the absence of clergy, the Chairperson requested the Board observe a moment of silence. Mr. DeBano then led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved that the minutes of the State Administrative Board for the special meeting of September 13, 2002 and regular meeting of September 17, 2002 be approved as distributed. Ms. MacDowell supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

Village of Fowlerville, Clerk, 9/9/02

Retention and Disposal Schedule(s):

Department of Attorney General, Liquor Control Division, 8/9/02

Department of Agriculture, Environmental Stewardship, 8/22/02

Department of Agriculture, Pesticide and Plant Pest Management, 8/27/02

Department of Environmental Quality, Environmental Assistance Division,
Pollution Prevention Section, 8/29/02

Department of Environmental Quality, Waste Management Division, 9/8/02

Department of Military Affairs, Construction and Facilities Management,
8/29/02

Department of Treasury, Financial Operations Division, 8/5/02

Mr. Hildenbrand moved that the State Administrative Board approve the Certified Retention and Disposal Schedule and the Retention and Disposal Schedules. The motion was supported by Mr. Dore and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
 (Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report covering the regular meeting held September 24, 2002. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Finance and Claims Committee Report of September 24, 2002 be approved. The motion was supported by Ms. Wolenberg and unanimously approved.

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Ms. MacDowell presented the Building Committee Report covering the regular meeting held September 25, 2002. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of September 25, 2002 be approved and adopted noting the withdrawal of items 8 and 9. The motion was supported by Mr. Hildenbrand and unanimously approved.

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Mr. Dore presented the Transportation and Natural Resources Committee Report for the regular meeting of September 25, 2002. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Dore moved that the Transportation and Natural Resources Committee Report covering the regular meeting held September 25, 2002 be approved and adopted, noting the withdrawal of item 3 of the regular agenda and the additional withdrawal request of item 53 of the regular agenda at the request of the Department of Transportation at the State Administrative Board meeting. Supported by Mr. Hildenbrand, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Mr. Hildenbrand moved the meeting be adjourned. The motion was supported by Ms. Wolenberg and unanimously approved. Mr. DeBano adjourned the meeting.

SECRETARY

CHAIRPERSON